

SUPPLEMENTAL QUESTIONNAIRE - to be attached with your application

NAME: _____

(Last, First, Middle Initial)

RESIDENCE ADDRESS (your local street address): _____

MAILING ADDRESS (i.e. your PSC/Box, FPO address): _____

The following information is needed to establish your referral/appointing authority. Please be prepared to provide/show appropriate documentation to support the responses you make below:

1. ☐ I am a SOFA-sponsored ☐ Spouse; ☐ Other (relationship to sponsor): _____
My sponsor is: ☐ Military ☐ Civilian ☐ Self (i.e. DOD Civilian)
2. ☐ I do not have SOFA status. Type of visa: Resident ☐ visitor/Tourist ☐ Other ☐
3. What is your expected departure date from Japan (projected rotation/PRD)? _____
4. ☐ I am a U.S. CITIZEN If not: Country of citizenship: _____ Resident Alien (Green card holder?): _____
5. ☐ I am a VETERAN. (Must provide DD-214 with part 4 showing type of discharge)

I am claiming:

- ☐ 5pts pref. (Those who served during the Gulf War from 8/2/90-1/2/92, or campaign or expedition for which a campaign medal has been authorized.)
- ☐ 10pts pref. (Must provide SF-15 with letter from VA)

The following pertain to Federal government work experience in any of the following: Regular GS or WG (Wage Grade) –or- Non-Appropriated Fund (NAF) employment with Navy Exchange, AAFES, MWR-NAF, permanent –or- temporary employment of 1 year or longer in duration.

6. ☐ I am PRESENTLY working as a GS/WG or NAF (MWR or NEX).
Job series and Grade (i.e., GS-XXXX-XX or NA-XXX-XX, etc.): _____
My present job is ☐ Permanent ☐ Temporary
7. ☐ I am presently on LEAVE WITHOUT PAY STATUS until _____. (Attach personnel action)
8. Since arriving in Sasebo, have you been ACCEPTED A JOB or OFFERED A JOB BUT DECLINED any GS/WG (or NAF) (MWR/NEX) permanent or temporary job? ☐ YES ☐ NO

If you presently work or have ever worked for the Federal Government (GS/WG) or Non-Appropriated Fund (NAF), please provide a copy of your latest personnel action (SF50 for GS/WG)

If you are not sure how to answer the questions above, please ask someone in HRO. The way you may be referred on the certificate for selection will depend on how accurately you respond to these questions.

SPOUSE PREFERENCE INFO: Only **military spouses** are entitled to Spouse Preference (Priority III-A). A military spouse may be given preference only **ONCE** during his/her tour in Sasebo. The military spouse **MAY NOT CHOOSE** when to use Spouse Preference. If the military spouse has accepted or declined a permanent or a temporary position that is at least one year in duration with HRO, MWR or NEX, that individual is no longer eligible for Spouse Preference. A Spouse Preference who accepts a temporary position for less than 1 year and is terminated or resigns before completing 1 year may retain Spouse Preference status. However, if that individual is subsequently extended BEYOND 1 YEAR in the same position, without a break in service, he/she can also lose Spouse Preference status. **Once Spouse Preference has been used, that individual will be referred in the same category (Priority III-B) as Civilian and other Family Members.** Qualified Spouse Preference (Priority III-A) and other lower priority applicants may be blocked by a qualified 5 or 10pts veteran (Priority I or II).

Before you sign below, make sure you clearly understand the requirements or rules on Spouse Preference, veteran preference, and other appointment eligibility that pertains to you. Please ask HRO staff if you have any questions.

Signature

Date